

Electronic Pre-Sentence Investigations

The Judicial Branch and Department of Corrections have worked together to design and test a system to make an Electronic Pre-Sentence Investigation (EPSI) available to attorneys and the court via the court's Electronic Public Access (EPA) web portal on the Judicial Branch website. Legislation was recently enacted that allows for an electronic PSI to be available. The clerk of court will provide attorneys and judges with a registration form for judges and attorneys to complete and return to the clerk for submission.

Each attorney (which includes Judicial Branch employees who are attorneys, such as Judges) already has an account for accessing the Iowa Office of Professional Regulations web site. (That web site is also identified as the Supreme Court Commissions – SCC – web site.) Once Judicial Branch IT Staff have modified the attorney's account to allow online access to PSI's for the county(s) requested, that attorney will be able to log into Iowa Courts Online, via the Judicial Branch web site, and get to those PSI's.

When Judicial Branch IT Staff sets up that access to PSI's, it will involve changing the password they could have been using for the SCC site. That staff person will email the attorney the username and password to use for access to PSI's, via Iowa Courts Online. That will mean they will now use the new password for access to the SCC site as well.

Overview of workflow for the Electronic PSI Project:

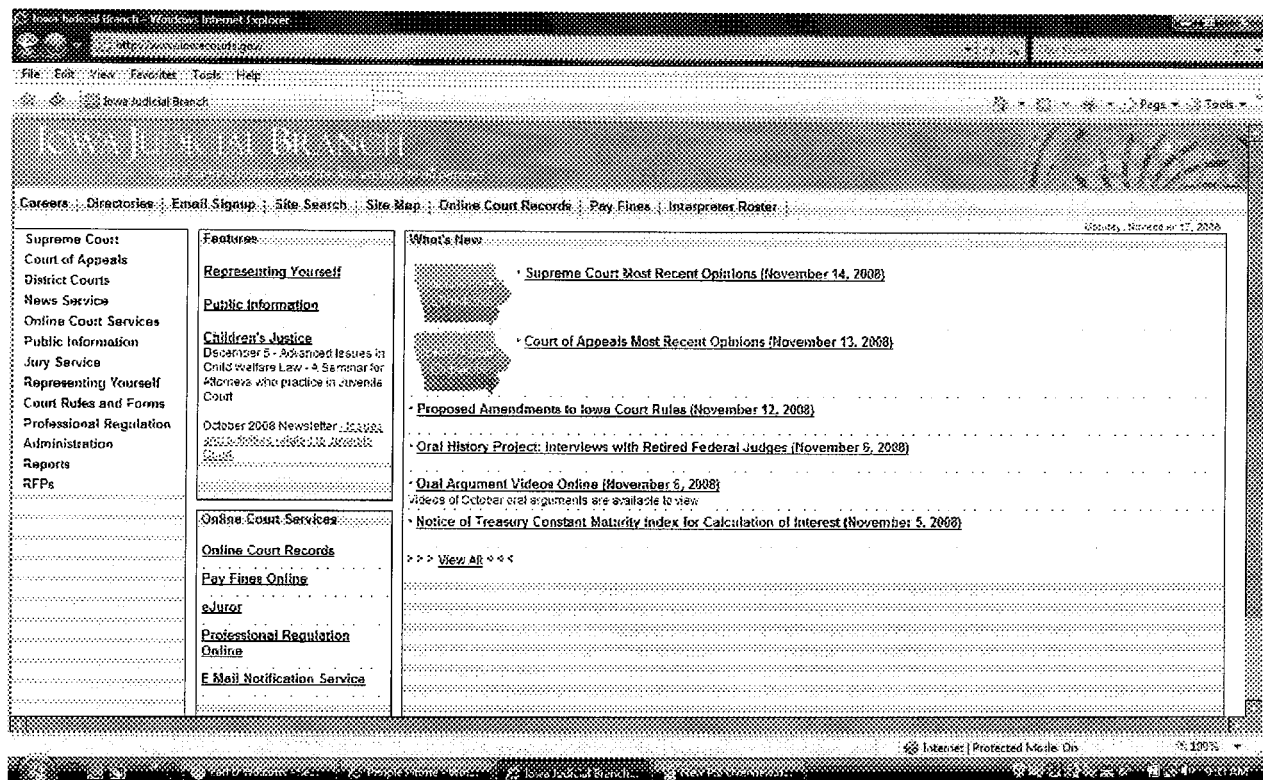
- A. Clerks will provide User Registration Forms to judges, attorneys and clerk staff. Once completed and returned the clerk will Email the registration form to the ICIS Help Desk. (The form will allow technology staff to identify individuals that should be provided with access to the electronic PSIs.)
- B. Once an order for PSI is received by a Clerk of Court the ICIS docket entry will be made. Upon docketing OFPS (Order for Pre-sentence Investigation) a screen will open and clerk staff will add information in fields not populated with ICIS data including: Sentence/Due Date (taken from the order), Plea/Verdict type (Plea, Pre-Plea, Post Plea, Alford, Verdict), if an addendum is requested (optional), free form text field identifying charge code/description. (Clerk staff will be able to view the PSI information originally entered via an ICIS application CASE PROCESSING and under the screen selection H – PSI Display.)
- C. Information will be passed from ICIS to a central database where the Dept. of Corrections pulls the PSI request and routes to the PSI writer assigned.
- D. A clerk with ICIS access can track the status of the PSI from the request stage through completion via an ICIS application CASE PROCESSING and under the screen selection F – PSI Status.
- E. When the EPSI is completed it is transmitted to the secured central database and secure access is provided on the Judicial Branch web portal under (www.iowacourtsonline.org). The clerk of court will receive an electronic message that the EPSI has been received so a paper copy can be printed from the clerk for the paper file. A docket entry indicating a EPSI has been filed will occur automatically when the clerk has received the EPSI.

Judge/Attorney Access: To access an EPSI report judges and attorneys will start by going into the court web portal as demonstrated below and log into the Electronic Public Access (EPA) application using the specific User ID and Password they have been assigned. Once logged in, an expanded view in EPA will include an option to access the EPSI reports. Once into the EPSI application the judge will have the option of searching for a specific EPSI report. Attorneys will only be able to view the EPSIs on cases they have appeared on as a counsel of record. Attorneys must be indexed as an attorney on the case to be able to view a PSI on a case. Judges may select a county and/or a case number or name. If no case number or name is entered a list of all cases with EPSIs available for that county will be displayed.

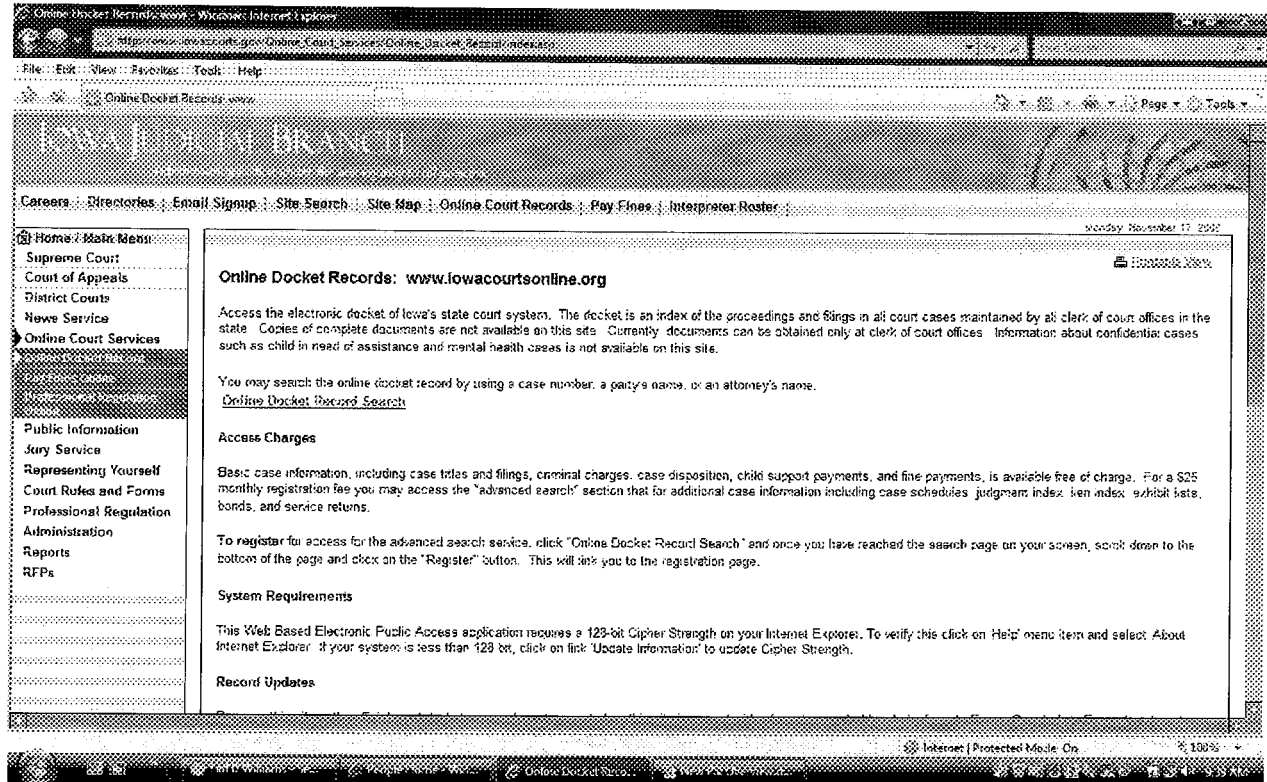
Overview of web access:

To gain access you need to connect to Iowa Courts Online and click on the Iowa Courts Online icon. Access is through the EPA – Electronic Public Access to the ICIS Court Records
 From Desk Top – Click on Internet Explorer
 In Web Browser address bar - Enter <http://www.iowacourts.gov/>

In screen below: In the Online Court Services Panel –
 Click on Online Court Records



In screen below: Click on the Online Docket Record Search link



The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and prompt resolution of disputes, administering justice under law equally to all persons.

Scroll to the bottom of this page and click on the Logon button.

Appellate Court

Case Search (Available to all users)

Advanced Case Search (Available to all users)

Trial Court

Case Search (Available to all users)

Note: Use this search to perform a statewide search on a limited number of fields. The search results are cases entered into the ICIS System through the end of the last business day. Once a case is selected from the search results, the case data displayed is up-to-the-minute as entered by the Clerk of Court.

Payment Search

Note: Use this search to perform a search specifically designed to find a case and then make a payment on that case. User either 'Case Search' or 'Advanced Case Search' for general queries.

Advanced Case Search (Registered users only)

Note: This search is used to find up-to-the-minute information as entered by Clerk of Court. Both the search results and case data are current. A county must be selected to start an Advanced Search.

Schedule Search (Registered users only)

-- Select a County --	<input type="button" value="Search"/>
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CN=John Q Public,O=JUDICIAL

Logon

In screen below: Enter your Username and Password and press Logon. **Do not try to register from this screen.**

Iowa Courts

Online Search

[I've forgotten my password...](#)

Username

Password

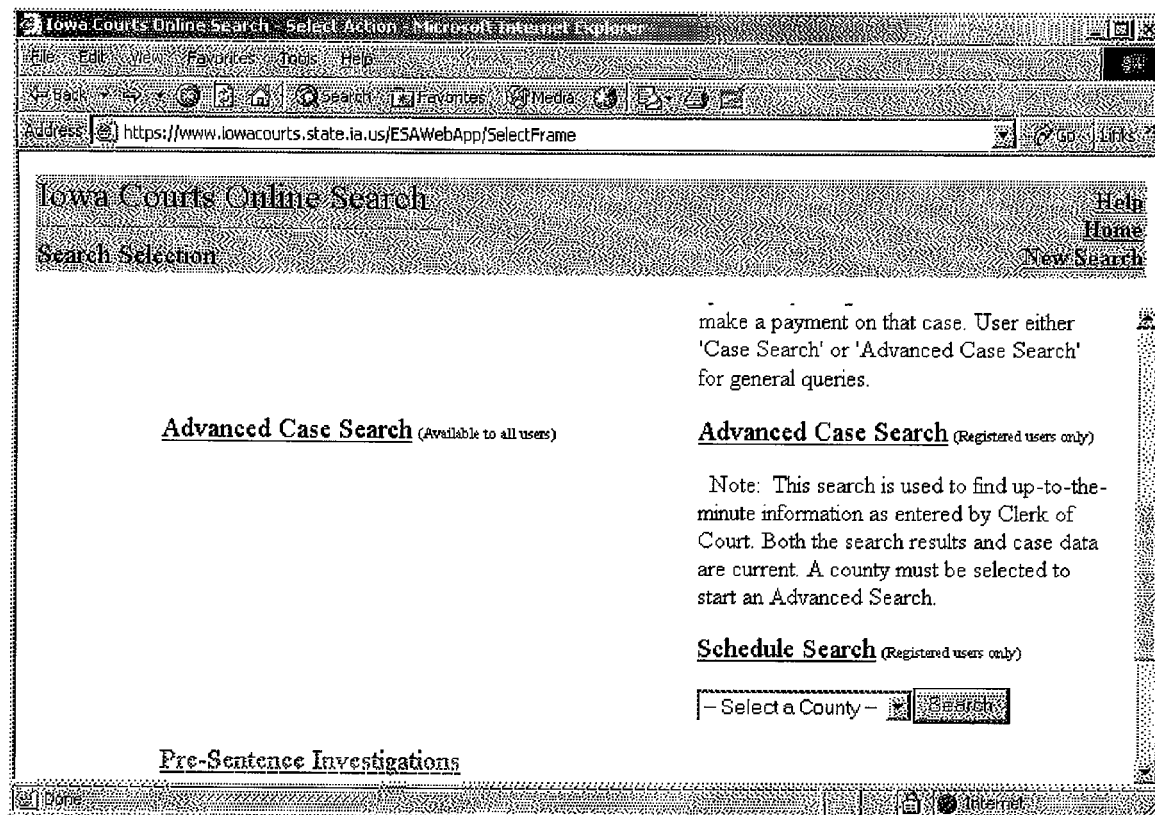
Logon

Clear

Register

If your user access is not working contact, the Clerk of Court Office for the county with your case involving a PSI. They will initiate a call ticket with the Judicial Branch IT Services (aka ICIS).

Scroll to the bottom of the following screen and click on **Pre-Sentence Investigations:**



Once in the Pre-Sentence Investigations screen, enter the search information. There are several search methods available. You must however, select a county to begin any search.

Click the down arrow in the box next to **Select County** and scroll to the appropriate county. (Hint: You can enter the first character of the county you are searching for and it will allow you to begin scrolling through counties with that starting character.)

Note: Attorney's will only see the counties in which they are registered.

Once you have selected the county you may do two things:

- 1) Press the submit button. If you are a Judge, this will bring up all cases for that county. If however, you are an attorney it will display only cases where you are identified as the Attorney of Record for those cases in the specified county.

If you want your search to be more selective:

- 2) Enter the **Case Number** or the **Defendant's Name** or the **Defendant's Pin**. If you enter the **Case Number** or the **Defendant's Name** you may use upper or lower case. The **Defendant's Pin** will always be nine digits if you choose to enter this number.

The screenshot shows a web browser window titled "Pre-Sentence Investigations Search - Main page - Microsoft Internet Explorer". The address bar displays "https://www.iowacourts.state.ia.us/ESAWebApp/PSIcontroller". The main content area has the heading "Pre-Sentence Investigations" and a section titled "Case Search:". Below this, there are several input fields: "Select County:" with a dropdown menu showing "WOODBURY"; "Enter Case ID:" with two input boxes containing "03971" and "FECR052112"; "Enter Name of Defendant:" with a long input field and a "First MI Last" label; and "Enter Pin of Defendant:" with a short input field. There are "OR" labels between the Case ID and Defendant Name fields, and between the Defendant Name and Pin fields. At the bottom of the search section are "Submit" and "Clear" buttons. The browser's status bar at the bottom shows "Done" and "Internet".

After you press submit, you will see either a single case or a list of all PSI's cases for that county. You must then select the specific case by clicking on the **Case ID**.

The program will then display all of the PSI documents and any attachments sent with it.

Pre-Sentence Investigations

[Help](#)

[Home](#)

[Logoff](#)

Case Search Results:

Please click on the Case ID to look at the case details of the specific case.

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Case ID	Order Date	Defendant Name	County
03971 FECR100000	11/23/2004	John Doe	WOODBURY

[Back to Search](#)

You may now selectively choose the document you wish to view or print.

Note: When going between screens always use the **BACK** button or the back to search results. **Do Not use the X** at the top right of the page. This will terminate your session and you will have to wait for it to time out before you will be able to sign in again.

When you have completed your session, Use the Logoff Button.

Pre-Sentence Investigations

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[Logoff](#)

Case Details of 03971 FECR100000

Please click on the links of available documents below to open

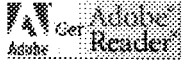
[PSI Document](#)

[Juvenile Court History](#)

[Rap Sheet](#)

Psycho-social Reports

[Back to Search results](#)



PSIs will only be available for online viewing until a case disposition in ICIS is entered by the clerk/staff.

Attorneys, please note the system requirements necessary to access EPSIs include:

Windows 98, Windows 2000, Windows XP, Windows ME, Windows Vista are all acceptable platforms.

- 1) Microsoft Internet Explorer version 6.02800.1106 or higher
- 2) Adobe Acrobat Reader version 5.0.0 or 6.0.0 or higher

You must have a connection to the Internet. In order to access the EPSI application you must use the Electronic Public Access (EPA) application and have been pre-registered with the clerk's office. If you are not registered, please contact the clerk's office for a registration form.

H:\docs\leesaword\PSI Pilot Overview 072205.doc